

## **Group Gathering Checklist**

1. Determine a city within the state where you would like the function to be held.
2. Determine the total number of attendees, whether meals and/or breaks will be served and also if sleeping rooms will be needed.
3. Determine if the following additional items will be needed. These are items that you are able to negotiate with the facility to get the best possible prices; we do not have per diem rates listed in policy for these items.
  - a. audio visual equipment
  - b. set up requirements/fees
  - c. room rental fees
  - d. parking fees
  - e. service fee percentage
4. Proceed to the state travel website at [www.statetravel.utah.gov](http://www.statetravel.utah.gov) and click on the instate hotels/group facilities link. This will pull up a list of hotels. The red G located next to the hotel name signifies that they have group meeting space. Each hotel has a fact sheet which will list their meeting space capacity.
5. Contact the hotels at your discretion to determine if they have the group space and sleeping rooms available for the dates your group gathering will be held; also if they are able to meet the meal and sleeping room per diem guidelines. If you are having trouble finding a facility, please contact Tami Nelson at 801-538-3109 or Kevin Lucas at 801-538-3357 for assistance.
6. After the facility has been selected, you will need to fill out a Group Gathering Authorization Request Form FI-58. This is required if the cost totals \$1000 or more. This form must be approved by your Executive Director/Designee and your agency budget officer. Once this form is completed, you are authorized to proceed with booking the group gathering and signing the contract with the selected facility.
7. If for some reason you are trying to go over the allowable per diem rates for meals and/or lodging, please contact Tami Nelson at 801-538-3109 or Kevin Lucas at 801-538-3357 for policy and procedure guidelines.